WELLINGTON
SHIRE COUNCIL

Food Safety Process Management Records

Class 2 Food businesses that are not required to have a food safety program, need to substantiate their food safety management processes.

Substantiation may be written procedures that staff follow, records compiled regularly, or by demonstrating to your local council authorised officer or a mixture of the three.

You will need to substantiate your safe food management and ability to take corrective action when handling potentially hazardous (PHF) or ready to eat (RTE) food.

Activities for substantiation:

- Temperature control during food receipt
- Temperature control during food storage
- Pathogen reduction during food processing
- Minimising time during food processing
- Cooling food
- Reheating food
- Temperature control during food display
- Temperature control during food transport
- Cleaning and sanitising

This record book gives a complete year of records in an easily accessible format that can be shown during your annual food premise assessment. Additional copies of the book are available by contacting Environmental Health office on 1300 366 244.

WELLINGTON
SHIRE COUNCIL

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Fact Sheets

Records

Receiving food

If you're a food business, it's important to only accept delivery of food you are sure is safe and suitable.

SAFE FOOD AUSTRALIA
InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses must do everything they can to make sure they only receive food that is safe and suitable.

This generally means the food is delivered:

- from a known supplier
- protected from contamination, and
- at a safe temperature.

Reduce your risk

- make sure you can identify all food that is delivered and you know the supplier's name and address
- ask your suppliers to protect food from contamination (e.g. in food-safe packaging)
- make sure someone is on-site to inspect food as it is delivered
- check delivered food is properly covered or packaged
- check there is no mould, insects, droppings or foreign objects (like glass or metal) in the food
- check the 'Use by' date of items has not passed
- if the food is potentially hazardous, check it is delivered at the correct temperature.

Potentially hazardous food

- Formally agree with your delivery business what temperature food will be delivered at, or a safe time period.
- Check frozen food is delivered frozen hard.
- Check chilled food is delivered at 5°C or colder.
- Check hot food is delivered at 60°C or hotter.
- If you have agreed to accept food between 5°C and 60°C, check the delivery has not taken longer than the agreed time (check departure and arrival times).
- Keep food under temperature control once you have received it.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Food receipt is under Standard 3.2.2 clause 5 and potentially hazardous food is explained in Appendix 1 and 2.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Keeping food at the right temperature

As a food business you need to keep potentially hazardous food at certain temperatures to make sure it stays safe to eat.

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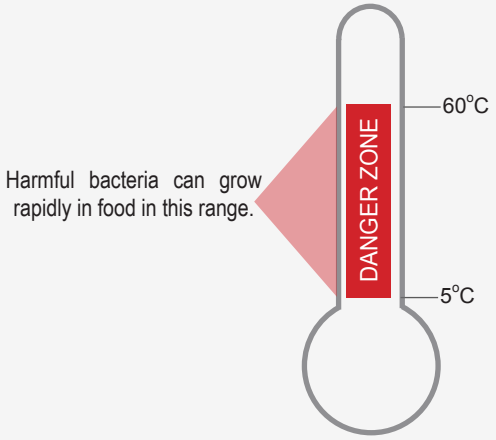
Potentially hazardous foods

Potentially hazardous foods are foods that need to be kept at certain temperatures to minimise the risk of dangerous microorganisms or toxins. They include:

- raw and cooked meat or poultry
- foods containing eggs (cooked or raw)
- dairy products like milk, cream and fresh custard
- seafood
- sprouted seeds (like beans and alfalfa)
- cut fruit and vegetables
- cooked rice, and fresh or cooked pasta
- sandwiches, pizzas and sushi.

Keep it cold, keep it hot, or make it quick

If you need to have the food at temperatures between 5ºC and 60ºC for any time (for example while preparing a meal on a kitchen bench) then this should be done as quickly as possible.



Food must be kept under temperature control at all other times including when it is received, stored, displayed or transported.

Safe temperature guide

Generally, potentially hazardous food must always be at 5ºC or colder, or 60ºC or hotter to keep it safe.

You can only keep food at another temperature if you can show it stays safe at that temperature.

Checking the temperature

Use a thermometer to check the temperature of food to make sure it's at a safe temperature.

The best way to check is to use a probe thermometer and insert it into the thickest part of the food.

If you can't insert the thermometer because the food is packaged, then lay the thermometer lengthwise along the package, or use a scanner-type thermometer to check the food's temperature.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Potentially hazardous food is explained in Appendix 1 and 2. Specific requirements are covered under Standard 3.2.2 clauses 5, 6, 8 and 10.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Storing food safely

If you're a food business, you need to keep food protected from contamination and at the right temperature so it stays safe to eat.

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What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses need to store food in a way that keeps it safe and suitable.

Reduce your risk

- keep storage areas clean, dry and free of pests
- use food-safe containers, covers and packaging to protect food
- store potentially hazardous food at 5°C or colder – check it with a thermometer
- store raw food like meat and seafood separately or below ready-to-eat foods to avoid contamination from meat juices etc.
- make sure frozen food stays frozen hard
- check that food packaging is undamaged
- don't store food in warm or humid areas or in direct sunlight if this could spoil the food or make it unsafe
- store food, containers and packaging off the ground and away from chemicals like cleaners and insect sprays.

How long can I store food?

Follow the manufacturer's storage instructions to be sure food stays safe and suitable for its expected shelf life.

Generally, unpackaged potentially hazardous ready-to-eat food should not be stored for more than 5 days. Food containing raw or low-cooked eggs should generally not be kept longer than 24 hours.

Tips for refrigeration

- regularly maintain and service your refrigerators
- don't overstock refrigerators, so chilled air can circulate
- check food temperatures directly with a thermometer to make sure food is at the right temperature
- check date marks on stock, sell older food first and discard food that is past its 'Use by' date
- don't leave food out of the refrigerator for any longer than you really need to
- don't open refrigerator doors too often or leave them open for long periods
- if opening packaged food, make sure you can still read the date marking and follow the manufacturer's instructions.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Food storage is covered under Standard 3.2.2 clause 6. Potentially hazardous food is explained in Appendix 1.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Processing food safely

If you're a food business that processes food, it's important to use correct processing techniques so the food stays safe to eat.

Safe Food Australia InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses must ensure all food is processed in a way that keeps it safe and suitable.

This means the food is protected from contamination, processed using known safe techniques and kept at a safe temperature.

Reduce your risk

Start with safe food

✓ Before you process food, make sure it is safe and suitable (e.g. ingredients from reliable suppliers, safely stored, inspected).

Prevent food contamination

✓ Make sure food handlers know how to correctly use processing equipment and maintain good hygiene.
✓ Keep food processing areas clean.
✓ Clean and sanitise food contact surfaces before use (e.g. chopping boards, cutting and mixing blades, probe thermometers).
✓ Use separate equipment or areas for preparing raw and ready-to-eat foods, or clean thoroughly between uses.

Use processing steps known to achieve food safety

✓ Know the critical limits for temperature, time, pH and water activity used for your food processing steps.
✓ When cooking or pasteurising, ensure the time and temperature makes food safe (e.g. cook chicken and mince to an internal temperature of ≥75°C).
✓ When using other processes such as acidification, fermentation and drying, make sure the food reaches the correct critical limit (e.g. pH ≤4.2 to prevent *Salmonella* growth).

Keep food at safe temperatures

✓ For potentially hazardous food, keep it cold, keep it hot or make it quick. See next section.

For potentially hazardous food:

- Minimise the time food spends in the temperature danger zone (between 5°C and 60°C).
- Keep track of this time to keep food safe: generally, it should not exceed 4 hours.

Rapidly cool cooked foods:

- within 2 hours, from 60°C to ≤21°C
- then within the next 4 hours, from 21°C to ≤5°C.

Check food during cooling to be sure these times and temperatures are met.

Tips for faster cooling:

- portion foods into shallow containers
- use rapid cooling equipment (e.g. blast chillers)
- frequently stir foods with cleaned and sanitised utensils
- use ice or iced water baths
- check cool air can circulate around food containers.

Rapidly reheat cook-cooled foods:

- Reheat foods to ≥60°C as quickly as possible (e.g. by microwave or oven) *before* transferring to hot-holding equipment such as bain maries.
- Avoid repeated heating and cooling, to reduce the time food is in the danger zone.

Need more information?

Safe Food Australia is a guide to the food safety standards of Chapter 3 of the Food Standards Code. Processing food is under 3.2.2 clause 7. Potentially hazardous food is explained in Appendix 1, using time as a control is in Appendix 2, critical processing limits are in Appendix 3, useful templates are in Appendix 8. Copies of the guide and other materials are available at www.foodstandards.gov.au or email information@foodstandards.gov.au

2-hour / 4-hour rule

If you're a food business, using the 2-hour / 4-hour rule is a good way to keep food that's taken out of the fridge safe.

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InfoBite

Why use it?

The 2-hour/4-hour rule is a good way to make sure potentially hazardous food is safe even if it's been out of refrigeration.

The rule has been scientifically checked and is based on how quickly microorganisms grow in food at temperatures between 5°C and 60°C.

How it works

- Food held between 5°C and 60°C for less than 2 hours can be used, sold or put back in the refrigerator to use later.
- Food held between 5°C and 60°C for 2-4 hours can still be used or sold, but can't be put back in the fridge.
- Food held between 5°C and 60°C for 4 hours or more must be thrown away.

The time between 5°C and 60°C is cumulative—that means you need to add up every time the food has been out of the fridge, including during preparation, storage, transport and display.

As long as you follow this, you can be confident the food is safe.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Using time as a control is explained in Appendix 2. Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

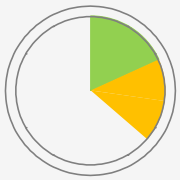
How do I use the rule?

- Start timing from when the food is brought out of refrigeration (at 5°C or below).
- Keep track of how long the food is out of refrigeration so you can be sure when the 2-hour and 4-hour time limits are reached (e.g. write down each time food is brought out of refrigeration and put back, or display food on colour-coded plates so you know when they have to be sold by).
- Remember to add up all time periods the food has been between 5°C and 60°C to work out the total time. If in doubt, throw it out.

Total time between 5°C and 60°C

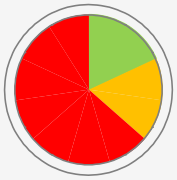
Under 2 hours

OK to use or refrigerate at 5°C or less



2 to 4 hours

OK to use straight away but can't go back in the fridge.



Over 4 hours

Throw away

Cooling and reheating food

When cooling or reheating food, it's important to do it right to keep it safe from harmful microorganisms and toxins that can cause food poisoning.

SAFE FOOD AUSTRALIA
InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses must make sure potentially hazardous food (like egg or meat dishes) is cooled or reheated quickly so harmful microorganisms don't get a chance to grow to unsafe levels.

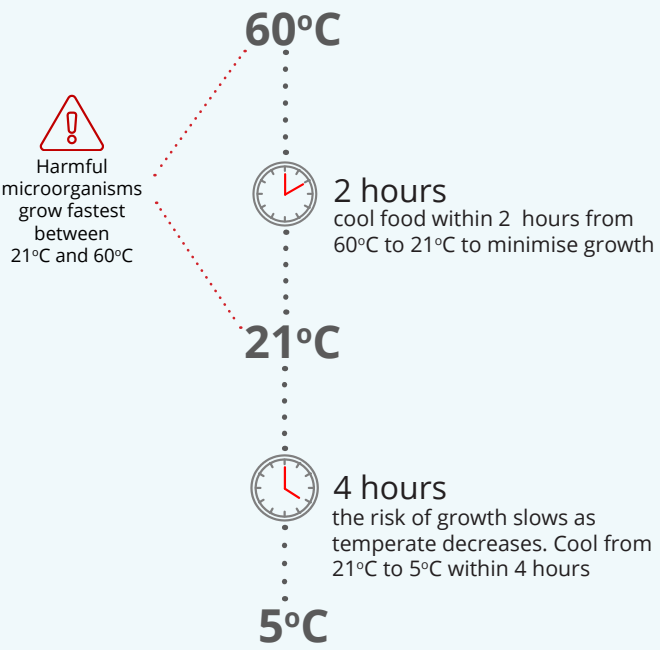
Reheating

If you are reheating potentially hazardous food to hot hold, you must heat it quickly to 60°C or hotter — ideally in two hours or less.

Cooling

When cooling cooked potentially hazardous food, it must be cooled to 21°C in two hours or less, then cooled further from 21°C to 5°C in four hours or less.

You can use a different cooling process but you must be able to show that it keeps the food safe.



Tips for cooling food quickly

- divide food into smaller portions in shallow containers to cool, being careful not to contaminate the food as you do this
- use rapid-cooling equipment (e.g. a blast chiller)
- stir liquid foods such as gravy often, using a clean and sanitised utensil
- use water or ice water baths
- allow air to flow freely around the cooling container (e.g. on a rack rather than the floor)
- add ice as an ingredient
- check temperature with a probe thermometer.

Tips for heating food quickly

- use a microwave, oven or stove top to rapidly reheat it to at least 60°C
- don't heat food using bain maries, pie warmers or other equipment designed only to hold food hot - this is likely to take too long or not heat the food enough to keep it safe
- heat food to 60°C or hotter before transferring to hot-holding equipment
- avoid reheating potentially hazardous food more than once, so it doesn't go through multiple warming periods
- check temperature with a probe thermometer.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Cooling and reheating is covered under Standard 3.2.2 clause 7.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Displaying food

If you're a food business that displays food, it's important to protect it from contamination and keep it at the right temperature so it stays safe to eat.

SAFE FOOD AUSTRALIA
InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses need to make sure they display food in a safe and suitable way.

Reduce the risk

- make sure potentially hazardous food is displayed at a safe temperature
- use cabinets or wind shields
- keep food away from open windows, doors, fans and insect sprays or zappers
- keep food out of reach of children
- protect food with food-grade cling wrap, bags, paper strips or containers
- separate ready-to-eat foods from raw foods
- avoid topping up dishes to prevent cross-contamination between batches
- use platters, containers and benches that are easy to clean and sanitise
- use signs to help customers use serving utensils
- keep unpackaged, ready-to-eat food (e.g. muffins) that is displayed on counters behind a barrier.

Displaying hot food

EXAMPLE: A takeaway stall displays hot curries and rice using bain-maries. The food is kept at 45°C to stop the food from drying out too quickly.

This temperature is unsafe as it can allow harmful bacteria to grow in the food.

Ideally, the temperature should be raised to 60°C or hotter and checked regularly unless the stall holder can prove it is safe, e.g. by only displaying the food for a short period of time (using time as a control).

Self-serve displays

You need to take extra care when displaying unpackaged food for self service (i.e. salad and sushi bars, smorgasbords, bakery displays).

You must provide separate serving utensils and barriers to protect food from people's hands, sneezes, coughs, etc as well as supervision so you can act quickly if someone contaminates it.

Potentially hazardous food

Potentially hazardous food must be displayed in a way that prevents harmful microorganisms growing to unsafe levels or producing toxins. This means:

- food should be displayed at 5°C or below or 60°C or above
- frozen food on display must stay frozen hard.

If you are worried that food may lose quality at these temperatures you can use another temperature if you can show it is safe e.g. by using time as a control.

You need to have the right skills and knowledge to ensure the food on display remains safe to eat.

TIP: Keep records of the times and temperatures that food is displayed at to make sure your display equipment is working properly and temperatures are safe.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Food display is covered under Standard 3.2.2 clause 8. Using time as a control is explained in Appendix 2.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Transporting food safely

If you're a food business that transports food, you need to keep food protected from contamination and at the right temperature so it stays safe to eat.

Safe Food Australia
InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses must transport food in a way that keeps it safe and suitable.

- Safe transport means protecting the food from contamination and, if it is potentially hazardous food, keeping it at a safe temperature.
- This includes transport within a premises as well as to other places.

Reduce your risk

- ✓ use vehicles, carts and trolleys that are clean and designed for use with food
- ✓ check food is securely packaged or enclosed in clean food-safe containers
- ✓ keep food at safe temperatures – check it with a thermometer
- ✓ separate ready-to-eat foods from raw foods, such as raw meats, to avoid cross contamination
- ✓ make sure frozen food stays frozen hard
- ✓ plan your trip – keep travel time as short as you reasonably can
- ✓ do not transport food with pets or other animals.

Care with potentially hazardous food

Take extra care with potentially hazardous food (e.g. food containing egg, dairy, meat, vegetables):

- keep cold food at 5°C or colder
- keep hot food at 60°C or hotter
- use insulated containers with ice bricks, heat packs, or other temperature-controlled equipment to keep foods cold/hot
- check food temperature with a clean, sanitised thermometer

OR

- use another validated practice, known to be safe.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Food transportation is covered under Standard 3.2.2 clause 10. Potentially hazardous food is explained in Appendix 1 and using time as a control is in Appendix 2.

Copies of the guide, InfoBites, translated fact sheets and other materials are available at www.foodstandards.gov.au or email information@foodstandards.gov.au

Thermometers

If you're a food business that handles potentially hazardous food, it's important to use a thermometer to check your food is at the right temperature to be sure it is safe to eat.

SAFE FOOD AUSTRALIA
InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses that handle potentially hazardous food need to have an accurate and accessible thermometer. This means:

- there is at least one thermometer somewhere easy to get to (e.g. in an unlocked drawer in the kitchen)
- the thermometer is accurate to within 1°C.

Which thermometer is best?

- A digital probe thermometer is usually best for measuring food temperatures. They are inexpensive and are available from catering and kitchen supply shops.
- Infrared 'gun' thermometers are useful for quick checks and for packaged food - but only measure the surface temperature.
- Temperature gauges on equipment like bain maries and refrigerators measure the equipment's temperature - but to be sure of the actual food's temperature you should use a probe thermometer.

Check your food's temperature

- Food that is received, stored, displayed or transported should be 5°C or colder, or 60°C or hotter, unless you can show another temperature is safe.
- Cooling and reheating food need to be done to certain temperatures within time limits (see our InfoBite on Cooling and reheating).

Getting it right

- Clean and sanitise probe thermometers before and after use – use warm soapy water and an alcohol wipe.
- Place the probe into the thickest part of the food and wait until the temperature stabilises before reading it.
- Measure packaged chilled food by placing the thermometer length-wise along or between packages.
- Measure the temperature of different foods in your refrigerator or display unit to check if there are spots where food is not at the right temperature.
- Don't rely only on fixed temperature gauges on equipment – measure the actual food with a probe thermometer to be sure.
- Keep your thermometer in good condition - have it calibrated regularly, replace flat batteries, repair or replace it if it breaks.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Thermometers are covered under Standard 3.2.2 clause 22. Potentially hazardous foods are explained in Appendix 1.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Thermometer Calibration

All businesses that handle potentially hazardous food are required to have a readily accessible accurate, probe type thermometer on site.

Ensure the thermometer probe is cleaned and sanitised before use. Clean with warm running water and detergent, sanitise using sanitise swabs or sanitiser.

Thermometer calibration is the act of verifying whether your thermometers are reporting the correct temperature and they should be accurate to +/- 1 degree C. When calibrating a thermometer it is important to use both the ice point and boiling point methods to ensure the thermometer is accurate in its upper and lower ranges.

To calibrate using ice point calibration, follow these steps:

1. Fill a plastic container with crushed ice
2. Mix enough chilled water to produce a slurry
3. Insert the probe into the ice slurry and allow the gauge to stabilise
4. The reading should be 0.0 degree C. If its more than 1.0 degree out then replace the batteries or the probe

To calibrate using the boiling point calibration, follow these steps:

1. Heat a saucepan of water on the stove
2. When it has reached a continuous rolling boil
3. Insert the probe and allow the gauge to stabilise
4. The reading should be 100.0 degree C. If its more than 1.0 degree out then replace the batteries or the probe

Cleaning and sanitising

As a food business, cleaning and sanitising are important ways to prevent harmful microorganisms or other things contaminating food and making it unsafe to eat.

SAFE FOOD AUSTRALIA
InfoBite

What are the requirements?

Under Standard 3.2.2 - Food Safety Practices and General Requirements, food businesses need to keep their premises, fixtures, fittings, equipment and food transport vehicles clean and sanitary. This means:

- things like food scraps, garbage, dirt, grease etc should not be left to accumulate
- utensils and surfaces that come in contact with food should be clean and sanitary.

Cleaning vs sanitising

Cleaning is removing general dirt, grease and food waste. Santising destroys microoganisms.

You need to clean items before you sanitise them.

Getting it right

Cleaning:

- ✓ pre-clean utensils by scraping or wiping food scraps off surfaces and rinse with water
- ✓ wash with hot water and detergent to remove grease and food residue (soak if needed)
- ✓ rinse off the detergent.

Sanitising:

- ✓ soak items in very hot water (77°C for 30 sec) or in diluted bleach, or
- ✓ saturate items with 70% alcohol, or
- ✓ use a commercial sanitiser and follow the manufacturer's instructions, or
- ✓ use a dishwasher that can sanitise (usually the longest hottest setting)
- ✓ air-drying is best
- ✓ where you can, remove parts like stab mixer sticks and slicer blades to sanitise.

Tips for using bleach

- use plain bleach to minimise the risk of it contaminating or tainting items
- for cold water, use 100 ppm chlorine – add 10 ml commercial bleach or 25 ml household bleach to 10L water
- for warm water, use 50 ppm chlorine – add 5 ml commercial bleach or 12.5 ml household bleach to 10L water
- contact time is usually 10–30 seconds but check the manufacturer's instructions
- throw diluted bleach away after 24 hours.

Tips for using your dishwasher

- follow the manufacturer's instructions and use the right detergent or sanitising chemical
- scrape or rinse excess food off before placing in the dishwasher
- place items in a way so that water can reach all surfaces
- use the longest, hottest cycle (or the program designed for sanitation)
- check that items are clean and dry when the cycle ends
- use clean hands to unpack the dishwasher
- clean and service the dishwasher regularly (including filters).

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Cleaning and sanitising are covered under Standard 3.2.2 clause 19 and 20 and in Appendix 6 and 8.

Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

Food Suppliers

Trading Name	Business address	Foods supplied	Contact phone number
• ✓ Maintain up-to-date records of your suppliers and the products they supply you with. • ✓ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products. • ✓ Reject suppliers that do not supply food that meets safety and suitability requirements.			

Food Suppliers

Trading Name	Business address	Foods supplied	Contact phone number
• ✓ Maintain up-to-date records of your suppliers and the products they supply you with. • ✓ Consider setting up supplier agreements or an approved supplier program to ensure you receive safe and suitable products. • ✓ Reject suppliers that do not supply food that meets safety and suitability requirements.			

Thermometer - Temperature Monitoring Device (TMD) accuracy check for month of : _____

Calibration: Thermometer must be calibrated once EVERY 12 MONTHS

Date	**Thermometer ID** if you have more than one, name it, eg T1, T2 T3 and label it	**Temperature °C** ice water Temperature that the thermometer displays	**Temperature °C** boiling water Temperature that the thermometer displays	**Corrective Action** (If temperature wrong) Record the action taken to fix problem

Cleaning and Sanitising procedure

Item / Equipment	How often	Cleaning Method	Sanitising Method	Responsibility	Comments
• ✓ Use warm to hot water to help remove grease etc. • ✓ Use an effective detergent for your application (depends on residue/equipment). • ✓ Ensure that the surface looks, feels, and smells clean. • ✓ Use a sanitiser (non-fragranced) after cleaning, for all food contact surfaces. • ✓ Follow the manufacturer's instructions for all chemicals. • ✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising					

Cleaning and Sanitising procedure

Item / Equipment	How often	Cleaning Method	Sanitising Method	Responsibility	Comments
• ✓ Use warm to hot water to help remove grease etc. • ✓ Use an effective detergent for your application (depends on residue/equipment). • ✓ Ensure that the surface looks, feels, and smells clean. • ✓ Use a sanitiser (non-fragranced) after cleaning, for all food contact surfaces. • ✓ Follow the manufacturer's instructions for all chemicals. • ✓ Take care to not re-contaminate surfaces and equipment after cleaning and sanitising					

Private Drinking Water

R*efer to the Australian Guidelines for private drinking water supplies at commercial and community facilities.*

Date	Type of Monitoring or Maintenance (eg system inspection, chlorine test, filter replacement etc)	Result	Corrective Actions

Food Handler Training Record

Name of Employee / Volunteer	Course / Training Completed	Date	Copy of Certificate Retained

Pest Control: Record any physical checks here

Date	Evidence of Pest infestation Y/N	Details of sighting/evidence (Eg droppings, gnaw marks, insects seen etc)

Record of Complaints: Record any food safety related customer complaints

Date	Complaint	Corrective Action

Food Receipt for month of: _____

Date	Time	Supplier	Product (name and lot	Condition/Temp	Corrective action / Notes	Checked by
Check: • ✓ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing. (e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within 'Use by' or 'Best Before' date). • ✓ Cold foods should be kept at 5°C or below (unless validated alternative). • ✓ Hot foods should be kept at 60°C or above (unless validated alternative). • ✓ Supplier's details included in shipment. • ✓ Product name and lot identified. • ✓ Determine if the received goods should be accepted (then stored correctly), returned, or disposed.						

Food Receipt for month of: _____

Date	Time	Supplier	Product (name and lot	Condition/Temp	Corrective action / Notes	Checked by
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Temperature Records for month of: _____

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Frozen food to be under -15°C; Cold food to be under 5°C & Hot food to be above 60°C

Unit									
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Cooking Temperature Checks for month of: _____

High risk food must be cooked to at least 75°C to be safe.

At least **once a month** that your business operates at a premises, vehicle, stall or off-site location, for each site check and record the results of whether the cooking temperature of one menu item of food reaches 75°C or above.

Make sure you record the date, food item and temperature and, if needed, any action taken to ensure food reaches more than 75°C.

Try to vary the items checked over the course of the year.

Whole cuts of fish or steak can be cooked to preference and do not need to reach a core temperature of 75°C.

If all of the food you cook is fried, you do not need to conduct this check or complete the record.

Date	Menu item to verify cooking temperature	Internal cooking temperature reached is greater than 75°C (√ or X)	Any changes to cooking practice to reach greater than 75°C

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Log for 2-hour / 4-hour rule for month of: _____

Food	Date	Time out of refrigeration (above 5° C)	Activity (e.g. food prep, display, transport.)	Time back in temp control (≤5°C)	Total time out	2-hr/4-hr action (re-refrigerate/ use/ or discard — see below)	Staff initial
• ✓ If food is kept between 5°C and 60°C, this temperature must be monitored and recorded. • ✓ Each time period that food is kept between 5°C and 60°C, add up to reach a total time. • ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **less than two hours must be refrigerated or used immediately.** • ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than two hours but less than four hours must be used immediately and not put back in the refrigerator.** • ✓ Potentially hazardous food that has been kept between 5°C and 60°C for **longer than four hours must be discarded.**							

Log for 2-hour / 4-hour rule for month of: _____

Food	Date	Time out of refrigeration (above 5° C)	Activity (e.g. food prep, display, transport.)	Time back in temp control (≤5°C)	Total time out	2-hr/4-hr action (re-refrigerate/ use/ or discard — see below)	Staff initial
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- ✓ Use a clean, sanitised probe thermometer
- ✓ Ensure food is thorough cooked to ≥75˚C (or equiv.) by checking the thickest part
- ✓ Potentially hazardous food must be cooled **from 60˚C to 21˚C within 2 hours**, then cooled **from 21˚C to 5˚C with the next 4 hours.**
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- ✓ Ensure that food preparation areas/ equipment is free from food waste, dirt, grease, and odours.
- ✓ Follow the manufacturer's instructions when cleaning specific equipment.
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